



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR
FORCE WASHINGTON, DC

15 APR 2005

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CV
DISTRIBUTION C

FROM: HQUSAF/ADP
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Air Force Civilian Developmental Education (CDE) Nominations
(SUSPENSE: 1 JUN 05)

On 27 Sep 05, a selection board will convene to identify high-potential civilian employees to participate in AF CDE (formerly known as CCDP). CDE encompasses both Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE) opportunities. Specific programs are further described in atch 1. Our goal is to identify promising employees, select them for the training that best suits their career goals and the needs of the Air Force, and to then place those employees in a follow-on assignment that puts their training to use.

While all eligible employees are encouraged to apply, commanders and managers should encourage and recommend quality civilians from their organizations. Career field Development Teams already identified many civilians as strong candidates for CDE. Your proactive participation is also needed to ensure diversity is reflected in your nominations for civilian professional development opportunities. Doing so optimizes our opportunity to grow leaders who reflect the diversity of our workforce. MAJCOM/CVs and HQ USAF/Secretariat two-letter offices are asked to consolidate and rank nominations for the respective programs and forward to HQ Air Force Personnel Center (HQ AFPC/DPKD) by 1 Jun 05.

The Air Force is committed to investing in the development of our future managers and executives. Your personal involvement in nominating strong performers with exceptional potential is essential to meeting the long-term leadership needs of the Air Force.

The Air Force is awaiting DoD guidance regarding the Defense Leadership and Management Program (DLAMP) and will therefore not solicit DLAMP nominations at this time. For further information, refer to the AFPC website: www.afpc.randolph.af.mil/cp/dpkd/dlamp/.

A handwritten signature in black ink, reading "Roger M. Blanchard", is positioned above the printed name.

ROGER M. BLANCHARD
Assistant Deputy Chief of Staff, Personnel

Attachments:

1. CDE Information Sheet
2. CDE Tentative Class Seats
3. List of CDE WebPage Files

cc:

AF/DPD

AFPC/CD

ALMAJCOM/DP

AIR FORCE CIVILIAN DEVELOPMENTAL EDUCATION (CDE)

Civilian Developmental Education offers a wide variety of opportunities for civilians to develop leadership and management competencies. The goal of CDE is to identify civilians with demonstrated leadership potential, and to select those individuals for the leadership development program that is right for them given their record of performance, their career goals and the needs of the Air Force. Civilians are nominated for CDE by their local leadership and endorsed and ranked by their chain of command. Under the new civilian force development construct, the functional community now plays a role as well. Through the involvement of a Development Team (DT), the career field will highlight those employees who should be applying, and will strengthen the process for providing meaningful assignments upon graduation. Civilians in grades 13-15 are now asked to build a Career Development Plan identifying their goals. That plan is coordinated through their supervisor and reviewed by their functional DT. The assessment of that DT will assist in identifying the best candidates and the programs they should be attending. Once the MAJCOMs submit their nominations, the DT will review those packages belonging to their community, ranking the candidates within their career field and recommending an appropriate follow-on assignment where the skills and competencies acquiring in training can be put to work.

The CDE Selection Board is the equivalent of the officer Developmental Education Designation Board (DEDB) and offers many of the same programs. Approximately 64 primary candidates and 34 alternates in grades GS-12 through 15 will be selected for the CDE activities at Atch 2. Nominating procedures, program guidance, and tools to assist managers in identifying potential candidates may be found on the CDE homepage located at <http://www.afpc.randolph.af.mil/cp/ccdp/default.htm>. Atch 3 lists all pertinent files on the CDE webpage. CDE selections for attendance in academic year 06 (AY06) will be announced in conjunction with the military DEDB selections in November 2005. Point of contact is Ms. Susan Krudwig, AFPC/DPKD, DSN 665-2524 or (210) 565-2524.

Central Salary Account (CSA). In addition to centrally funding all the training costs for employees participating in CDE, the Air Force will pay their salaries. Upon entering full-time CDE programs, the employee is placed on the CSA, allowing their supervisor to backfill their position. If a firm follow-on assignment has been identified for the employee, then the supervisor may fill their position with a permanent assignment. This ensures that the organization mission does not suffer when an outstanding employee is selected for a CDE opportunity. CSA funds are not provided to employees participating in part-time programs such as the Executive Leadership Development Program and the Excellence in Government Fellows.

Schools, Programs and Tentative Class Seats

School/Program	AY06	
	PRI	ALT
Intermediate Developmental Education	28	13
Air Command and Staff College (ACSC)	16	7
AF Legislative Fellows Program (HILL)	1	1
Department of Defense Executive Leadership Development Program (ELDP)	11	5
Harvard JFK School of Government (HARV)	*	*
Public Policy Program, Princeton Woodrow Wilson School of Public and International Affairs (PRIN)	*	*
Air Force Institute of Technology (AFIT)	*	*
Sandia Nuclear Fellowship Program	*	*
Senior Developmental Education	36	21
Air War College (AWC)	7	4
National War College (NWC)	1	1
Industrial College of the Armed Forces (ICAF)	2	2
ICAF Senior Acquisition Course (ISAC)	7	7
RAND Fellowship Program (RAND)	2	2
Stanford Sloan Program, Stanford Graduate School of Business (STAN)	*	*
Alfred P. Sloan Fellows, MIT Sloan School of Management (MIT)	*	*
Harvard JFK School of Government (HARV)	*	*
Public Policy Program, Princeton Woodrow Wilson School of Public and International Affairs (PRIN)	*	*
Air Force Institute of Technology (AFIT)	*	*
Sandia Nuclear Fellowship Program	*	*
Excellence in Government (EIG) and -Government Fellows (E-Gov)	9	3
*8 Primary seats, 4 Alternates - Disbursements will be made by the CDE board.	8	4
Subtotal	64	34
Total	98	

Civilian Developmental Education (CDE)
Webpage Reference Files for AY2006 Nomination
<http://www.randolph.af.mil/cp/CCDP/Default.htm>

CALL LETTER – HQ USAF/DP announced the call for top-down nominations to MAJCOM/CVs and HQ USAF/SAF two-letters.

NOMINATING PROCEDURES – Application procedures.

RESUME – A sample resume in Resumix format.

AF FORM 4059 – AF Civilian Development Program Nomination Form.

ENDORSEMENT PROCESS – Procedures please note: the endorsement process has been modified this year, requiring a concrete recommendation for a follow-on assignment and a statement indicating who they coordinated their recommendation with in the functional community.

2nd LEVEL ENDORSEMENT – A sample 2nd level endorsement letter from MAJCOM or HQ USAF/SAF two-letter organization, which reflects schools/programs in priority order.

CAREER BRIEF – HQ AFPC/DPKD will produce current career briefs for the selection board to review. They are not required as part of the nomination package.

NOMINATING CHECKLIST – Instructions to assist applicants and points of contact in preparing and submitting nomination package. The checklist must be completed and submitted with the nomination package.

TIMELINE – For CDE announcement

PROGRAM/SCHOOL AND CLASS SEATS – List of programs/schools available and numbers of primary and alternate seats available.

PROGRAM/SCHOOL TEMPLATES – Provides a reference guide summarizing the school or program objectives, basic eligibility, and ideal candidate.

SELECTION CRITERIA – Describes factors to be used in reviewing the applications.

AIR FORCE CIVILIAN LEADERSHIP FRAMEWORK – Recommends eligible candidates for the most appropriate development activity at this stage of their career.

BRIEFING – Provides program overview.